

In the Claims:

1 1. (Original) A computer-implemented method for managing personal documents,
2 comprising:
3 loading a document into storage, said document having a category;
4 determining the document category;
5 receiving at least one processing rule, wherein the rule is associated with the
6 document category; and
7 processing the document according to the processing rule.

1 2. (Original) The computer-implemented method of claim 1, wherein the processing
2 rule includes retention criteria for determining how long to save the document.

1 3. (Original) A computer system having a processor, a display and memory, the
2 memory including an operating environment, and a computer-readable medium having
3 computer-executable instructions for performing a method of managing personal
4 documents, comprising:
5 computer-executable instructions for loading a document into storage, said
6 document having a category;
7 computer-executable instructions for determining the document category;
8 computer-executable instructions for receiving at least one processing rule,
9 wherein the at least one rule is associated with the document category; and
10 computer-executable instructions for processing the document according to the
11 processing rule.

1 4. (Original) The computer system of claim 3, wherein the processing rule includes
2 retention criteria for determining how long to save the document.

1 5. (Original) A computer program product having a computer-readable medium holding
2 computer-executable instructions for performing a method for managing personal
3 documents, the method comprising:
4 loading a document into storage, said document having a category;
5 determining the document category;
6 receiving at least one processing rule, wherein the rule is associated with the
7 document category; and
8 processing the document according to the processing rule.

1 6. (Original) The computer program product of claim 5, wherein the processing rule
2 includes retention criteria for determining how long to save the document.

1 7. (Original) A method for transferring a computer program product from one or more
2 first computers to a second computer connected to the one or more first computers
3 through a communications medium, comprising:

4 (a) accessing, on the one or more first computers, computer-executable instructions,
5 which when executed by a computer, perform the steps of:

6 (1) loading a document into storage, said document having a category;

7 (2) receiving at least one processing rule, wherein the rule is associated with the
8 document category; and

9 (3) processing the document according to the processing rule; and

10 (b) transferring the computer-executable instructions from the one or more first
11 computers to the second computer through the communications medium.

- 1 8. (Original) The method of claim 7, wherein the processing rule includes retention
- 2 criteria for determining how long to save the document.